



Application for the Responsible Vendor Program

Note: You must have a Spirits Retailer license to apply

Please complete this application and mail it with the required documents to:

Responsible Vendor Program/MAST
WSLCB, P.O. Box 43098
Olympia, Washington 98504-3098

WSLCB contact information:

Agency website: www.liq.wa.gov
Telephone: (360) 664-1727
Email: ks@liq.wa.gov

Please print below:

Liquor License Number _____ UBI _____
Trade Name _____
Business Location Address _____
Name of Contact Person/Title _____ / _____
Contact Email _____ Phone Number (____) _____ - _____

The Washington State Liquor Control Board must approve your application as a responsible vendor to certify you. You will; receive a letter stating your certification after review and approval of your application. Please provide the information requested below and submit all required documents with this application.

1. House Policy:

Enclose a copy of your House policies that include at least the following: (1) the forms of ID accepted at your business, (2) how to check ID and (3) the consequences for selling alcohol to a minor or apparently intoxicated person. Also, indicate where these house policies will be posted at your premises.



**Washington State
Liquor Control Board**

2. Signs (optional):

List types of signs posted at your business. You may create and post the following signs: (1) the forms of ID accepted at your business, and (2) signs informing employees and customers that ID checks will be done according to the house policy.

3. Employee training materials:

Enclose your training materials. At a minimum, each employee must receive training on:

- (1) recognizing minors and apparently intoxicated persons
- (2) legal forms of identification
- (3) how to check ID and recognize false or altered ID
- (4) a requirement to check ID in accordance with house policies
- (5) recommended approaches for refusing sales to minors or apparently intoxicated persons
- (6) the consequences of selling alcohol to minors and the importance of public safety laws
- (7) a review of house policies

Note: Attendance of Mandatory Alcohol Server Training (MAST) will satisfy this requirement. If any of your employees attended MAST training, please provide their permit numbers.

4. Enclose your ON-GOING TRAINING plan, including how often trainings are provided:

At a minimum, each employee must receive continuous training on an annual basis. You must keep records of each training session including training dates, names of employees, and a summary of the training.

5. VIOLATION HISTORY: List any public safety violations received in the past two years.

I certify that all of the information provided in this application is true and complete.

Print name and title

Signature

Date